

Jordan McKenzie

January 16, 2026

Acme Corporation

RE: Talent Acquisition Specialist

Dear Hiring Manager,

I am excited to apply for the Talent Acquisition Specialist position at Acme Corporation, as advertised on LinkedIn. With a passion for connecting talent with opportunity and a track record of successful recruitment strategies, I am eager to contribute to your team and help further Acme's mission of attracting top-tier candidates.

In my previous role at Innovative Solutions Inc., I successfully redesigned the recruitment process, which resulted in a 30% reduction in time-to-fill for key technical positions. By implementing a data-driven approach to sourcing candidates, I was able to identify and engage with a more diverse talent pool, leading to a 25% increase in interview-to-hire ratios. Additionally, I spearheaded an employer branding initiative that enhanced our online presence, resulting in a 40% increase in qualified applicants within six months.

I am particularly drawn to Acme Corporation's commitment to fostering an inclusive workplace culture. I believe my experience in utilizing various recruitment platforms and my proficiency in leveraging social media for talent acquisition aligns perfectly with your objectives. I am confident that my proactive approach and passion for talent management would make a significant contribution to your recruitment efforts.

I am looking forward to the opportunity to discuss how my skills and experiences align with the needs of Acme Corporation. Thank you for considering my application. I hope to speak with you soon to further explore how I can support your team in achieving its hiring goals.

Sincerely,

Jordan McKenzie